

Judicial Administration Committee  
Judicial Conference of Indiana

**Minutes**  
January 10, 2003

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, January 10, 2003, from 10:00 a.m. – 3:00 p.m.

1. Members present. Michael H. Eldred, Gregory A. Horn, Karen M. Love, Tanya Walton Pratt, Judith S. Proffitt, Michael A. Shurn, P. Thomas Snow, David L. Welch and Frances C. Gull, Chair.
2. Staff present. Jeffrey Bercovitz provided the committee with staff assistance.
3. Guests present. Senior Judge John L. Kellam; and Lilia Judson, Tom Jones, Ron Miller, John Newman, and Kurt Snyder, State Court Administrator's Office were also present.
4. Minutes approved. The meeting minutes for the committee on November 8, 2002 were approved.
5. Indiana Case Management System.
  - a. Senior Judge Kellam reported he was asked by JTAC to coordinate development of standard CCS entries, the use of these prosecutor codes, and standard forms. He distributed a list of crime codes used by Proslink, the computer system in use by the majority of prosecuting attorney's offices in Indiana.
  - b. Kurt Snyder distributed a memorandum to Judge Kellam concerning assistance needed on the JTAC project.
  - c. Members of the committee determined standardized documents could be drawn from benchbooks prepared by committees at the Judicial Center. Standardized reports for JTAC will be recommended by a new committee. Legal issues may be addressed by the Records Management Committee. The Judicial Administration Committee agreed to continue work on standard CCS entries, event entries and subtypes.
  - d. Lilia Judson discussed preparing standard CCS entries in accordance with Trial Rule 77.
  - e. The committee discussed keeping time for judicial actions as part of the case management system as in Colorado. The committee members asked Mr. Jim Jezek, consultant, about Colorado's method for doing this via speakerphone. Judge Eldred moved that courts have the capability to keep time spent on judicial actions in a case with CCS event entries at the request of the State Court Administrator's Office. Judge Snow seconded the motion. The motion was passed.
  - f. The Judicial Administration Committee members once again agreed by consensus to develop standard CCS entry types and subtypes. Committee members determined charge codes already in use by prosecuting attorney's offices could be looked at for use as entries in a Colorado type record management system. Kurt Snyder reported Judge Barnes is serving as liaison to the prosecutors in this area.
  - g. Members of the committee agreed to review the Colorado Codes Trial Court Statistical Definition and Coding Manual, Trial Rule 77 concerning CCS entries, and invite Judge Harcourt, Judge Striegel and Judge Harcourt to the next committee meeting.

h. Committee members agreed to prepare sample CCS entries for the 11 types of judicial actions for Indiana's case types for the next meeting. They agreed to complete this in the same style as Judge Proffitt (without the lines) while keeping Trial Rule 77 in mind. Mr. Bercovitz asked for the homework to be sent as an email attachment or a diskette one (1) week before the meeting.

The following are the assigned areas:

Judge Chamblee	Misdemeanors; B,C and D felonies
Judge Eldred	Civil, Mortgage Foreclosure and Civil Collections
Judge Fleece	D felony, Infraction and Ordinance Violations
Judge Gull	Capital Murder, Murder, A felony
Judge Horn	Probate, including Estates and Guardianship and Trusts
Judge Love	Small Claims and Civil Collections
Judge Murray	PCR
Judge Pratt	PCR
Judge Proffitt	Mortgage Foreclosures, Domestic Relations, Adoptions and Paternity
Judge Shurn	CHINS, Crime Delinquents, Status Delinquents, Juvenile Miscellaneous, and Terminations
Judge Snow	Civil Plenary and Civil Tort
Judge Welch	Protection Orders

6. Next meeting. The committee agreed to hold their next meeting at the Judicial Center on the following dates: Friday, February 14, 2003; March 14, 2003; April 11, 2003; May 9, 2003; June 13, 2003; July 11, 2003; August 8, 2003 from 10:00 a.m. - 4:00 p.m. They also agreed to meet on Wed., September 10, 2003, from 10:00 a.m. - 12:00 noon in conjunction with the Judicial Conference and again on October 10, 2003 and November 21, 2003 from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law